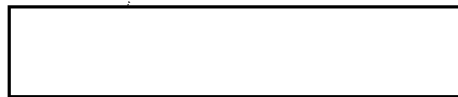


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NPIC HANDBOOK 10-1



EMERGENCY EVACUATION PROCEDURES

JULY 1973

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DISTRIBUTION: B

WARNING

This document contains information affecting the national defense of the United States, within the meaning of Title 18, sections 793 and 794, of the U.S. Code, as amended. Its transmission or revelation of its contents to or receipt by an unauthorized person is prohibited by law.

NPIC HANDBOOK

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PREFACE

RESCISSION: NPIC Handbook 10-35-10, dated 12 May 1967

A. PURPOSE

STAT The purpose of this Handbook is to present updated
 Emergency Evacuation Procedures.

B. SCOPE

STAT The provisions of this Handbook apply to all
 employees.

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*Rescinded
5 Apr 74
by mem #7*

16 July 1973

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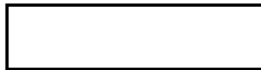
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EMERGENCY EVACUATION PROCEDURES

1. The following procedures are designed to facilitate the safe and rapid evacuation of [redacted] personnel in event of fire or other emergencies. The signal for evacuation is the ringing of the building fire alarm bells.

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2. [redacted] is divided into three vertical sections, North, Center, and South, each section having a stairway and an elevator shaft. There are fire doors in the main corridors on each floor which divide the three sections. All vault doors open into the corridors. Only stairways and corridors will be used in an emergency evacuation, as a power failure would disable the elevators.

3. Upon hearing the fire alarm, personnel within a vault will immediately evacuate the area without delaying to secure classified material. Vault Wardens and their assistants will secure the vault doors after all personnel have evacuated. Those employees within a non-vault area will secure all classified material in their immediate work area and any adjoining unoccupied area.

4. Evacuation from the Building shall proceed as follows unless directed otherwise by security officers or stairway wardens:

a. Personnel exiting offices into the north corridors will descend the north stairway to the first floor and exit by the emergency door at the north end of the Building.

b. Personnel exiting offices into the center corridor will descend the center stairway to the first floor and proceed through the emergency doors to the lobby and exit through the main doors.

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c. Personnel exiting offices into the south corridors will use the south stairway to the first floor corridor and exit by the emergency door at the southeast corner of the Building adjacent to the Annex.

d. Personnel in offices or vaults on the 6th floor will normally descend by the north stairway and exit the Building as described in paragraph 4a.

e. Personnel not in their offices at the time the alarm is sounded will depart from the Building via the route designated for the area in which they are located.

f. Personnel in the GSI Cafeteria at the time the alarm is sounded will exit at the south end of the cafeteria through the main lobby and main doors.

g. Visitors in the Building at the time an alarm is sounded will be escorted by the NPIC personnel responsible for them.

h. The first person to arrive at a first floor emergency exit will open the door and stand by to prevent unauthorized entrance until relieved by an Exit Warden, Federal Protection Officer, or a Security Officer.

5. Building badges will not be presented upon evacuating the Building.

6. Upon evacuating the Building, personnel will proceed to the following areas:

a. South stairway personnel will proceed to the fence in A lot.

b. Center stairway personnel will proceed to the fence at Main lot.

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STAT c. North stairway personnel will proceed to the fence at [] corner of the Main lot.

7. All personnel are cautioned to stand clear of the fire lanes in the front of the Building so that firemen would have free access to the Building to operate their equipment. All personnel will remain in their respective rally areas until the "all clear" is sounded or ordered back into the Building by those directing the evacuation.

8. Personnel will re-enter the Building through the doors by which they evacuated. Badges will be displayed. Personnel without badges will process through the receptionist.

9. Group, Staff, and Division Chiefs shall appoint the following wardens: Vault Warden, Alternate Vault Warden, and Area Wardens for their respective vaults. A list of all wardens shall be furnished the Chief, Security Branch. These lists will be reviewed and updated every six months.

DUTIES:

a. Vault Warden - Upon hearing the evacuation alarm, the Vault Warden will assume his post at the entrance to his vault. He will direct the personnel exiting that door to the appropriate stairway for that corridor section. He will be advised by the Area Wardens when the vault has been completely evacuated. He will then secure the vault and advise the Stairway Warden that his vault has been evacuated and will then exit the Building. If there is a fire in his vault, the Vault Warden will leave the vault door open and stand by to direct fire fighters and to receive additional instructions. The Alternate will act in his place if the Vault Warden is not available.

b. Area Warden - Upon hearing the evacuation alarm, the Area Warden will insure that personnel in his area evacuate immediately. He will direct

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exiting personnel to the proper stairway. When his area is vacated, he will secure the vault or "blind vault" doors. He will report to the Vault Warden that his area has been vacated and exit the Building. If there is a fire in his area, the Area Warden will leave the vault or "blind vault" doors open and stand by for fire fighters and to receive additional instructions.

10. Group, Staff, and Division Chiefs shall appoint two Stairway Wardens and two Alternates. A list of all such personnel will be provided the Chief, Security Branch. These lists will be reviewed and updated every six months.

DUTIES:

Stairway Wardens - Upon hearing the evacuation alarm, Stairway Wardens and their alternates will proceed to their assigned stairway. Alternate Wardens are to remain at the stairway until dismissed by the Stairway Warden. The Stairway Warden shall stand in the stairwell and supervise the orderly egress of personnel from the floor. The other Stairway Warden will act as a Corridor Warden to insure that personnel evacuating the vaults are directed to the appropriate stairway. He will also be a communication link between the stairways on the respective floor and receive instructions concerning any alternate route of evacuation.

11. The following offices will be responsible for providing stairway wardens for the floors and stairways indicated:

- a. Support Staff for the North stairway, 6th floor.
- *b. Planning Staff for the South stairway, 6th floor.

* see paragraph 4d.

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- c. DI-8 for the North and Center stairway, 5th floor.
- d. Logistics and TSG for the South stairway, 5th floor.
- e. PSG for the North stairway, 4th floor.
- f. IEG for the Center and South stairway, 4th floor.
- g. IAS for the North stairway, 3rd floor.
- h. IEG for the Center and South stairway, 3rd floor.
- i. TSG for the North stairway, 2nd floor.
- j. PSG for the Center and South stairway, 2nd floor.

12. Group, Staff, and Division Chiefs shall appoint an Exit Warden and an Alternate Exit Warden for the First floor Emergency Exits as noted below.

- a. TSG for the North Emergency Exit.
- b. Support Staff, Logistics Branch for the Center and Southeast Emergency Exit.

DUTIES:

Emergency Exit Wardens will proceed immediately to their exits upon hearing the evacuation alarm. In the event someone has already opened the Emergency Exit the Warden will relieve that person. Emergency Exit Wardens will insure the rapid exit of all personnel. The Warden will deny entry to anyone other than fire fighting personnel and will remain at his post until relieved by a Federal Protection Officer or Security Officer.

When the "all clear" is sounded, the Emergency Exit Warden will admit those personnel who have an NPIC badge. Other personnel will be directed to the receptionist. Visitor personnel may be admitted if they are badged and properly escorted.

13. A floor plan of the Building showing the routes of exit and location of fire doors is attached. All personnel are encouraged to acquaint themselves with the route they would follow in an emergency.

14. SUMMARY - It is imperative that all personnel know the safest and fastest way to exit the Building. Personnel should not wait for a fire drill or actual emergency to determine what should be done; they should be thoroughly familiar with the route of evacuation and the proper procedures. Every employee should be familiar with the essentials of this Handbook; it should be kept available for ready reference and periodic review.

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ATTACHMENT 1

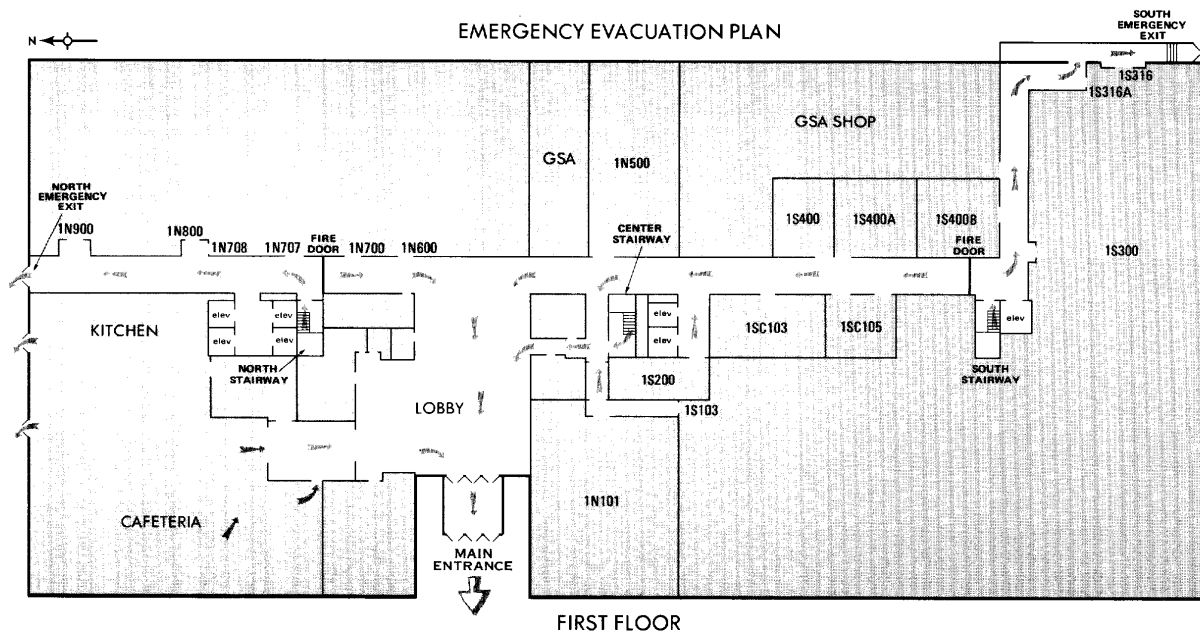
EMERGENCY EVACUATION FLOOR PLANS

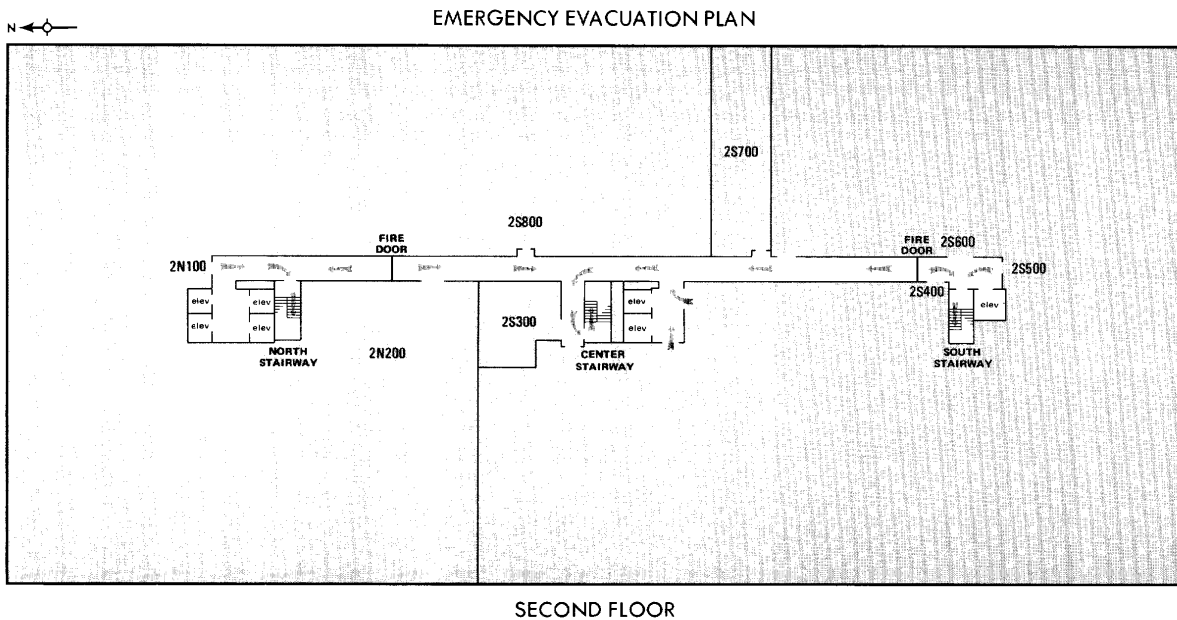
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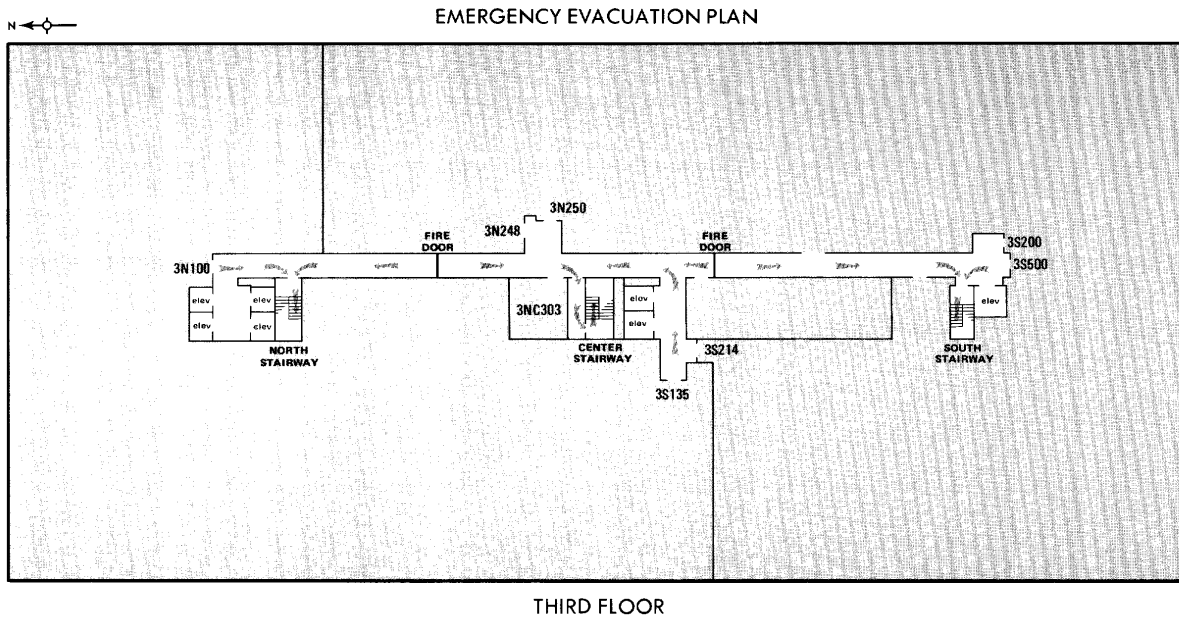
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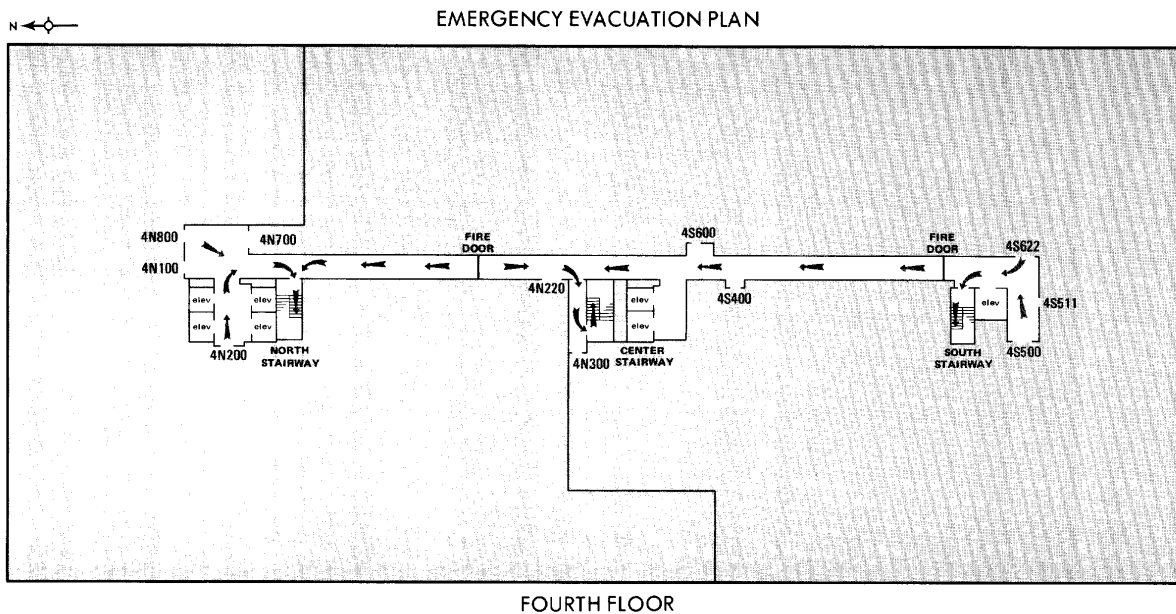






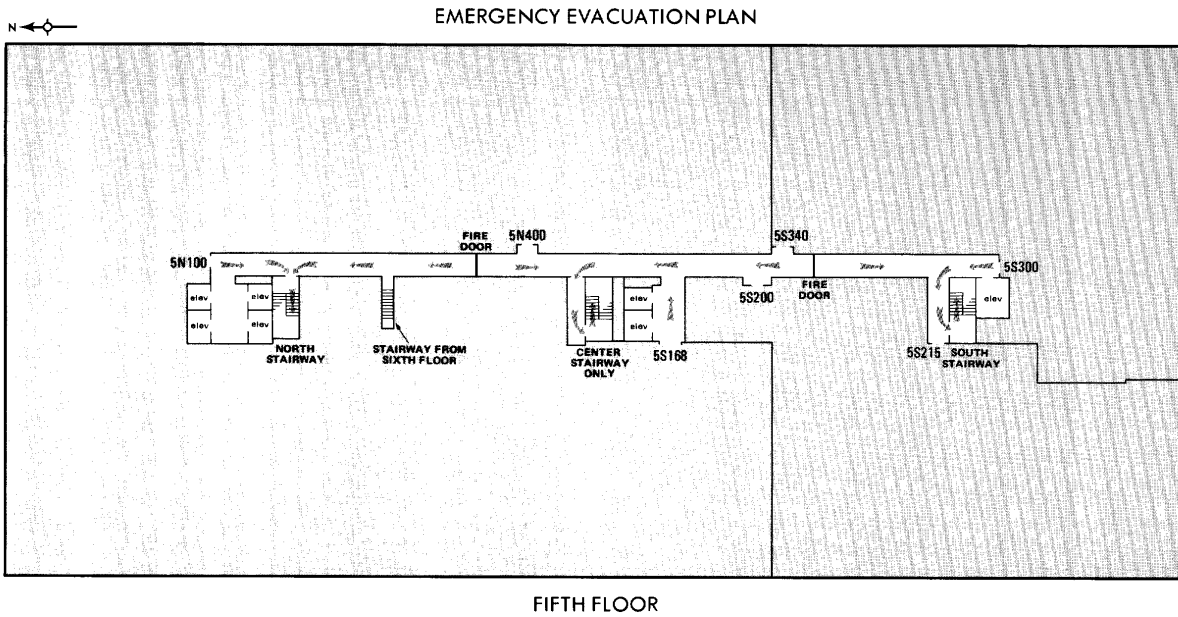
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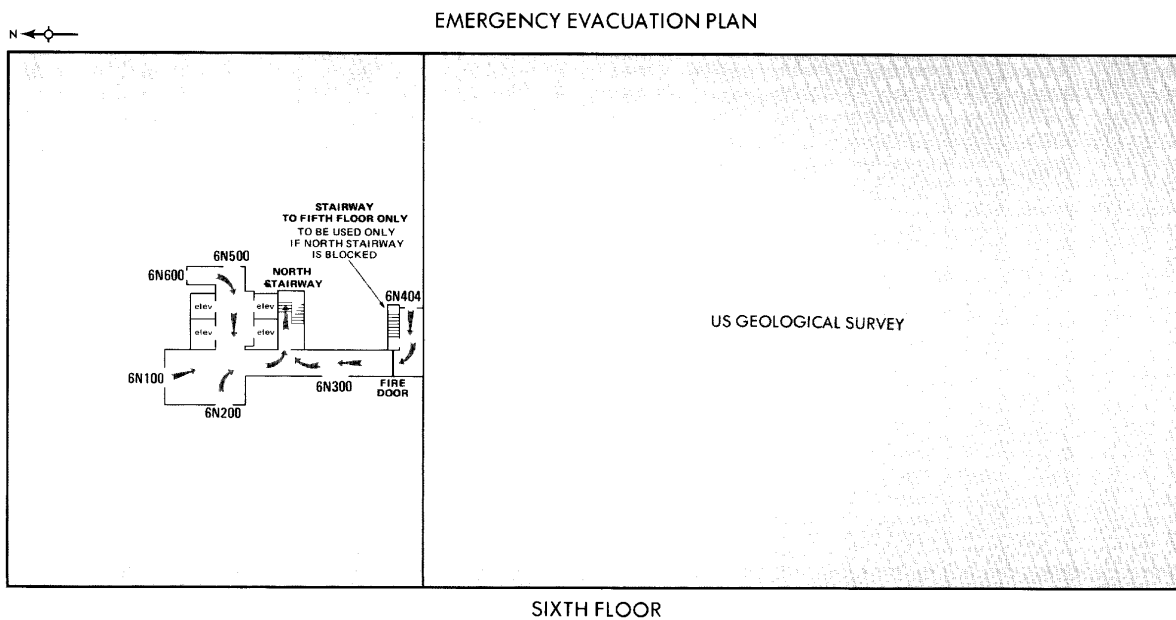
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ATTACHMENT 2

a. What to do When a Fire is Discovered

b. Employee Bulletin #129

STAT

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BUILDING 213
E M P L O Y E E B U L L E T I N

#129

8 June 1973

WHAT TO DO
WHEN THE FIRE BELL RINGS

Part I

IF YOU ARE IN A VAULTED AREA, DO THE FOLLOWING:

1. Stop what you are doing and prepare to evacuate.
2. Extinguish all cigarettes, cigars, and pipes.
3. Do not use telephone following sounding of the alarm.
4. Collect or wear outer clothing.
5. Wear Building badge in plain sight.
6. Escort your visitors.
7. Walk to assigned stairway and descend. Keep to the right and allow people entering the stairway from other floors to merge into the traffic flow.
8. Leave the Building and walk directly to rally area with visitors to A lot or Main lot. Do not wander from the rally area.
9. Await "ALL CLEAR" signal.

Part II

IF YOU ARE IN A NON-VAULTED AREA, DO ALL OF THE ABOVE PLUS THE FOLLOWING:

1. Secure own work area by putting away all classified material in safe and lock the safe.

#129

2. Take quick check of desk and table tops.
3. Secure any adjoining work area if regular occupant is not there.

Part III

WHEN THE "ALL CLEAR" SIGNAL IS GIVEN:

1. Re-enter the Building.
2. Show Building badge to exit warden, guard or security officer.
3. Return to your office via elevators and stairways.

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WHAT TO DO WHEN A FIRE IS DISCOVERED

1. The individual discovering a fire will pull the nearest fire alarm pull box. Call and give the exact location and type of fire, i.e., wood, paper, chemicals, electrical motor or wiring, etc.

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2. After the alarm has been turned in and reported over the phone, individuals near the fire should attempt to extinguish it if feasible. This should only be done if there is no danger to personnel.

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ATTACHMENT 2

EMPLOYEE BULLETIN #129

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5 Apr 74
by mem #7*

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